Township Setup

Township Codes are used for tank location tracking and taxes. A township is tied to a tank on the *Tank Information* window. The Tank Counts by County/Township report shows a count by tank size over a specified date tank set range broken down by township with a grand total. The Customer List by County and Township report is a detailed version of the Tank Counts By County/Township report and gives customer information as well as total counts by county and township.

1. On the *Township Maintenance* window, select **Create**. Optionally select a Township to make any necessary changes.
2. Enter the *Division* for the Township.
3. In the *Township* field, enter a unique identifier. This can be up to three numeric characters.
4. Enter the *Name* of the Township.
5. Choose **Save**.